

ADMINISTRATIVE - INTERNAL USE ONLY

7 March 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (28 February-6 March 1985)

A. PROGRESS ON ACTION ITEMS

1. Records Control Schedules. The National Archives and Records Service (NARS) liaison representative to the Agency met with Information Management Branch representatives to discuss the revised Agency records control schedules that had been submitted to NARS for approval. The NARS custodial unit for Agency records is reviewing the "common items" portion of the schedules and needed minor clarification. After NARS approves the "common items," the remaining portions should move more quickly.

2. Micrographics Management. A representative from the Information Management Branch met with a representative from the Technical Security Division (TSD), OS, to conclude arrangements for implementing a TSD micrographics project. TSD's Technical Project Files will be purged of unnecessary information and converted to the COSATI 60-frame microfiche format by the Printing and Photography Division, OL. TSD is developing a Wang-based index and microfiche locator numbers to aid retrieval. In addition to saving considerable office space, the microfiche system will speed retrieval and improve file integrity.

3. Information and Privacy Division. The backlog of initial requests has continued to fall and stands at 2,661 cases, down from 2,726 in the previous week. This was accomplished despite the receipt of 76 new requests, about 20 more than the weekly average.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. The Agency Security Classification Officer, who is a member of the Information Management Branch, accompanied a representative of the Information Security Oversight Office (ISOO) on the first of five scheduled FY 1985 ISOO inspections of the Agency's information security program. An initial inspection was made of the Office of Research and

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Development, DS&T, as well as a follow-up inspection of the Intelligence Community Staff (ICS). No major problems were encountered in either office; however, the inspection did reveal minor inconsistencies in classification markings at ICS. The next inspection is scheduled for 17 April 1985 and will include the Office of Scientific and Weapons Research, DI, and the Office of the Comptroller.

2. Top Secret Documents. An Information Control Branch representative conducted inspections of the Offices of Soviet Analysis and Imagery Analysis, DI, and the National Photographic Interpretation Center, DS&T, to verify their FY 1984 Top Secret collateral document inventories. A random sampling of documents reported by these components was physically verified and document handling procedures were reviewed.

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5 March 1985

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Acting Chief, Information Resources Management Division

SUBJECT: IRMD Weekly Report, 27 February - 5 March 1985

A. PROGRESS ON ACTION ITEMS

1. Records Control Schedules. Raymond Tagge, the National Archives and Records Service (NARS) liaison representative to the Agency, met with Information Management Branch (IMB) representatives to discuss the draft Agency records control schedules submitted to NARS for approval. The NARS custodial unit for Agency records is currently reviewing our schedule of "common items" and needed minor clarification on four of the items. Once the custodial unit approves this initial schedule, the other schedules should move more quickly. Mr. Tagge expects to receive approval on the "common items" in the next several weeks.

2. Information Services Centers. Chief, Information Control Branch (ICB), visited the OC/OL Information Services Center (ISC) as part of his overall responsibility for its supervision. The transition of the ISC's operation from OC/OL to OIS is moving along smoothly. Chief, OC/OL ISC, has been meeting with component officials to discuss ISC operations and to receive familiarization briefings on the components the ISC supports. During the week, the ISC assumed responsibility for pouching material [REDACTED] and sent out its first pouch.

3. Information Security. [REDACTED], Agency Security Classification Officer, IMB, accompanied Harold Mason of the Information Security Oversight Office (ISOO) on the first of five scheduled FY 1985 ISOO inspections of the Agency's information security program. Mr. Mason made an initial inspection of the Office of Research and Development, DS&T, and a follow-up inspection at the Intelligence Community Staff (ICS). No major problems were encountered in either office; however, the inspection did reveal some minor inconsistencies in classification markings at ICS. The next inspection is scheduled for 17 April 1985 and will include the Office of Scientific and Weapons Research, DI, and the Office of the Comptroller.

[REDACTED] also drafted a letter for DDA signature to the Director, ISOO, responding to ISOO's report on its FY 1984 inspections of the Agency. In reference to the ICS document marking discrepancies noted in ISOO's report, the draft letter referred to the improvement noted at ICS this year and our continuing effort to standardize ICS marking procedures.

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STAT 4. Top Secret Documents. [] ICB, conducted inspections of the Offices of Soviet Analysis and Imagery Analysis, DI, and the National Photographic Interpretation Center, DS&T, to verify their FY 1984 Top Secret collateral document inventories. A random sampling of documents reported by the components were physically sighted, and document handling procedures were reviewed.

STAT [] continued his review of OIS holdings at the Agency Archives and Records Center to locate unaccounted Top Secret collateral documents. He searched four retirement jobs and noted 49 listed and 19 unlisted documents for followup review by the Document Accounting Section (DAS), ICB. One unaccounted document assigned to the Information and Privacy Division was located. Search activity will continue this week on the remaining 130 OIS retirement jobs.

STAT [] concluded his review of the Office of Soviet Analysis (SOVA), DI, offices [] to located unaccounted Top Secret collateral documents. He sighted 19 documents, including four unlisted ones, requiring followup review by DAS. This review will continue as soon as the remaining SOVA offices requiring search effort can be scheduled. Meanwhile, STAT [] has begun reviewing files in the Office of Scientific and Weapons Research, DI.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

STAT 1. Upward Mobility. [], Information Technology Branch (ITB), received a letter of appreciation for her participation in the Agency's Upward Mobility Career Day Seminar. Her presentation "was extremely professional, informative, and a real inspiration." We might add that her work on the TRIS development team is of equally high caliber.

STAT [] ICB, represented OIS at the Upward Mobility Career Day Seminar at the National Photographic Interpretation Center, DS&T. [] and other representatives from the DA, DI, and DS&T answered questions from interested employees about the program. There was not too much interest shown in the Ames Building Information Services Center position offered by OIS. STAT

STAT 2. Micrographics Management. [], IMB, met with [] Technical Security Division (TSD), OS, to conclude arrangements for implementing a micrographics project. TSD's Technical Project Files will be purged of unnecessary information and then converted to COSATI 60-frame STAT microfiche format by Printing and Photography Division (P&PD), OL. [] is developing a Wang-based index to subjects and microfiche locator numbers to aid retrieval. In addition to saving considerable space in TSD, the microfiche system will speed retrieval and improve file integrity.

STAT [] IMB, and several P&PD representatives joined STAT [] Chief, Archives and Records Center Branch (ARCB), for a briefing and tour of the Agency Archives and Records Center. They also discussed P&PD's role in the program ARCB is initiating to test the condition of archival records.

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STAT 3. Wang Administration. Construction in the Wang CPU area appears to be completed. [] OIS Wang Administrator, ITB, has requested the entire CPU area be cleaned. He reports the system is operating normally.

STAT 4. TRIS. [], ITB, provided a TRIS demonstration to D/OIS and DD/OIS, and to the DDA as part of the FY 1985 First Quarterly Review. The demonstration focused on registry functions and showed how to register, disseminate, and indicate the file location of a document in TRIS.

5. Records Center. Records Center personnel performed the following activities during the week:

RAMS:	Made 31 additions, 20 changes, and 3 deletions.
ARCINS:	Jobs received/edited: 19. Jobs keyed: 15 consisting of 871 entries. Jobs completed: 17. Title searches: 2. Computer down time: 7 hours.
Reference:	Serviced 2,538 requests for records.
Accessions:	Received 38 jobs totaling 341 cubic feet.
Disposition:	Transferred 30 cubic feet of material to the hammermill for destruction; sent 3 cubic feet of orange folders to OP for reuse.
Special Runs:	Six: one each to DCD, ICS, CPAS, OGI, and two to DO. One run was made on Sunday requiring 4 hours of overtime.

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5 March 1985

MEMORANDUM FOR: Director of Information Services

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Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 27 February
through 5 March 1985

1. RPD is currently handling 104 jobs. On the first day of the reporting period, 27 February, RPD received and began to process seven issuances. During the remainder of the week we received an additional 10 issuances for a total of 17. Among these was an eye-catching bulletin signed by the DCI providing an update on the subject of retirement. Received in RPD on 27 February, the issuance informed Agency employees of actions underway in Congress concerning proposed changes in the retirement system. Priority handling was sought by OP and the bulletin received prompt attention. While we sought concurrences from OGC and OLL, the ADDA requested us to cancel the bulletin because the EXDIR's office was drafting its own version of the bulletin for the signature of the DCI. This draft, based on the original OP text but using the revised language originated in RPD, was received on 4 March. RPD processed it on an immediate basis and forwarded it for approval and publication on the following day.

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8. [] attended class from 28 February - 1 March on Time Management and Visual Memory (AL-30). [] attended four half-day classes in Proofreading from 4 - 7 March. RPD responded to requests from OL, OC, OS, OCR/RMO, IC Staff, DDS&T, OGC, and OSO. Our clerical personnel handled 187 telephone calls.

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